



Wichita Police Department Policy Manual

Approved by: _____

Policy 711 - Reporting

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Maintained by:
Information Services

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- 711.01 An incident number shall be obtained from the dispatcher whenever a member of the Department other than Case Desk documents an incident with an Incident Report, an Arrest Report, or a Motor Vehicle Accident Report.
- 711.02 An Arrest Report shall be completed when any individual is booked into the Adult Detention Facility, and/or when a UCC/NTA is issued. An Arrest Report shall also be completed when contact with a juvenile categorizes the juvenile as an offender, child in need of care, or the other exemption status. When a juvenile is booked into JDF or JIAC, a copy of the Arrest Report shall serve as the booking document.
- 711.03 Members of the Department shall obtain all available personal information from victims, witnesses, reporting persons, suspects, arrestees, others, etc. as required to complete Departmental reports. However, in accordance with the Privacy Act of 1974 [Section 7 of Pub. L. 93-579], persons are neither obligated nor mandated to provide their social security number.
- 711.04 All traffic accidents shall be documented on a Motor Vehicle Accident Report [EXCEPTION: see Section 403.03].
- 711.05 When a member of the Department takes a report from a citizen, the Subpoena – Municipal Court – Domestic Violence Form shall be completed and given to the citizen. If a reporting party needs a copy of the public portion of their report, it can be obtained from the Records Bureau or a station clerk.
- 711.06 Prior to cutting an auto theft case and issuing a pickup for a vehicle, members of the Department shall first contact S.P.I.D.E.R. to determine that the vehicle has not been impounded or repossessed. Clerks entering the auto theft should also recheck for an impound.
- 711.07 Officers making misdemeanor criminal cases in which no arrest is made at the scene [except when the incident involves domestic violence; see policy 512] shall adhere to the following:
- A. If an adult suspect's full name, race and sex are available, and either his/her date of birth or current address is also available, the record management system (RMS) will automatically route a copy of the Incident Report to the appropriate Investigations Section. Juvenile offenders are always handled by the appropriate Investigations Section.
 - B. Advise the victim to call the phone number listed in the "Information and Important Numbers" section of the pink 321-128 form if he/she decides to attempt to prosecute.
 - C. Do not advise any victim that he/she will automatically be able to sign a complaint against the person(s) identified in the report. The follow-up investigator will determine whether or not a complaint may be signed after he/she has completed his/her case investigation.
- 711.08 An incident number shall be placed on all forms used to document an incident, except for a Field Interview or Knock and Talk. On a Field Interview or a Knock and Talk, the officer shall directly enter in the RMS or complete the Wichita Police Department Field Interview/Observation Report [Form 32-126] and route it to Records, for entry in the RMS Field Interview.
- NOTE: If an Incident Report is generated as a result of the Field Interview or Knock and Talk, the Field Interview will be attached to the incident in the RMS system.
- 711.09 Members of the Department shall either complete an Incident Report and cut a case for the following incidents only:
- R
- A. Felonies, which have solvability factors present [e.g., follow-up is needed];
 - B. Assaults [or threats thereof] in which a deadly weapon was present;
 - C. All Sexual Assault cases;
 - D. Human death;
 - E. Arrest, with the exception of urinate in public, remain in park after hours, and loud sound amplification;
 - F. Traffic accidents with death, DUI, or Hit and Runs with injury and/or solvability factors present;
- NOTE: All motor vehicle traffic accidents reported on a Kansas Motor Vehicle Accident Report Form must be entered as required in Policy 406.04.
- G. Vehicle impounds;

- H. Issuance of a pickup or attempt-to-locate;
- I. Stolen property, which has a unique serial number to be entered into N.C.I.C. by Case Desk personnel;
- J. Any case where property is submitted.

For any other type of incident, members of the Department shall complete the appropriate form and route it to the Records Bureau through Departmental mail or through electronic folders without cutting a case. This includes domestic violence cases in which no probable cause exists to make an arrest or issue a pickup [e.g., one participant accuses the other of committing domestic violence, but, in either case, no marks can be seen on either person and no witnesses exist].

- 711.10 Whenever possible, the narratives of all Incident Reports and Arrest Reports should be entered into the RMS system second narrative block of the incident. The narratives for Incident Reports and Arrest Reports should be neatly handwritten or typed. When handwriting an Incident Report, officers will take great care to ensure they are legible and complete. A phoned in recording of the Additional Information Report narrative is allowed and encouraged to thoroughly document the following incidents:

- A. Felony offenses, which have solvability factors present [e.g., follow-up is needed];
- B. Assaults [or threats thereof] in which a deadly weapon was present, or an officer is the victim;
- C. Human death;
- D. Felony arrests;
- E. DUI arrests;
- F. Any case approved by a supervisor. (Officers must indicate at the beginning of their report which supervisor pre-approved and reason.)

Records Bureau supervisors will notify an officer's Bureau Commander concerning any reports called in that do not meet these guidelines.

- 711.11 It is the responsibility of the officer in charge at the scene of a police incident to ensure that only one (1) officer functions as the reporting officer. The reporting officer will gather all pertinent information regarding the incident and complete the preliminary Incident Report. This officer will obtain an incident number from the dispatcher, to avoid pulling extra incident numbers. Supplemental reports shall be completed by additional officers to document any action that they take at the scene of a police incident.

711.12 PERSONAL INFORMATION:

Actual names of persons/businesses should not be included in the synopsis portion of the Incident Report, as this is open record. Role and sequence numbers should be used in the synopsis. The synopsis should include only a basic case summary (who is reporting what happened and to whom it happened). Supplemental case Additional Information Reports should give full names of persons/business involved and personal information (i.e. street address, phone numbers, social security number, financial card and other account information) only at the beginning of the report where it can be easily redacted. The narrative portion of the report should include a thorough description of the incident and other activity without detailed information of a private nature.

- 711.13 The RMS workgroup notification will automatically designate the unit/section to receive a copy of the Incident Report.

- A. When cases are closed in the field, do not route report copies to the Investigations Division.
- B. In cases where misdemeanor arrests are made, with the exception of domestic violence reports, report copies are not routed to detectives.
- C. Copies of prosecutable, misdemeanor, adult cases with no arrest made or follow-up needed shall be routed to the appropriate Investigations section (except domestic violence cases meeting this criterion, which go to the Domestic Violence Detective).

711.14 SUPERVISORY RESPONSIBILITIES:

- R Supervisors are responsible for reviewing all police reports, whether handwritten or electronically submitted. If departmental standards are met, they shall approved and delivered to the Records Bureau. If not approved, the case shall be returned to the reporting officer for corrections and re-submittal.

711.15 PRIORITY REQUESTS FOR ADDITIONAL INFORMATION REPORTS:

Members of the department needing reports typed for case charging or court testimony must present their priority request as soon as they become aware that the report is needed.